



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE
Governor
Commander-in-Chief

☆
MICHAEL L. CUNNIFF
Brigadier General
The Adjutant General

**STATE EMPLOYEE
VACANCY ANNOUNCEMENT NO. V11-16**

OPENING DATE: 29 March 2016 **CLOSING DATE:** 19 April 2016
(To be considered, applications must be received or post-marked by the closing date.)

POSITION: Program Specialist Trainee, P95
Starting Salary - \$41,230.15

NOTE: HIRE WILL BE PENDING APPROVAL OF EXEMPTION PROCESS

DUTY STATION: NJ Department of Military and Veterans Affairs
Youth Challenge Academy, Joint Base MDL, New Jersey

AREA OF CONSIDERATION: Application will be accepted from all interested New Jersey Department of Military and Veterans Affairs state employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

SELECTING OFFICIAL: Recommendation by the Director, Youth Challenge Academy, through the Deputy Adjutant General, to the Director, Human Resources Division.

DESCRIPTION OF POSITION: Under the supervision of RPM Supervisor, assists with the coordination of all functions of the recruitment of students, and the organization and execution of placement activities. Responsibilities include performing pre-admission screening of applicants including test administration and maintenance of files. Administers the reporting systems and related files. Works closely with mentors to assist students in maintaining their placements. Assists and/or conducts classes on explaining program recruitment policies and procedures to applicants, their families, and related agencies at varied state locations. Assists instructors in presenting career, work, and skill instructions. Maintains post-residential case files, provides oversight to the mentoring program, during the one-year post residential phase of the program. Performs all other duties as assigned.

BASIC QUALIFICATIONS REQUIRED:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

LICENSES: Applicants will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the State of NJ on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

HOW TO APPLY:

FOR APPOINTMENT CONSIDERATION: Applicants who desire consideration must complete an "Application for Employment" and submit a cover letter, resume of experience and copy of all license/certifications. Completed form must be forwarded by the closing date either electronically to CareersCentral@njdmava.state.nj.us or by FAX to 609-530-7192 or mail to NJDMAVA (ATTN: HRD-PMRS), PO Box 340, Trenton, NJ 08625-0340. Forms may be obtained from our web site at <http://www.nj.gov/military/personnel/forms/DPF-663-032515-editable-v1.pdf>, the Human Resources Division or call (609) 530-7038.

EQUAL EMPLOYMENT OPPORTUNITY: Selection will be made without consideration of race, religion, sex, affectional or sexual orientation, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical disability which does not prevent normal performance of duties, or other non-merit factors. In compliance with the provisions of the Americans with Disabilities Act, Public Law 101-336, a Telecommunications Device for the Deaf (TDD) has been installed at HQS NJDMAVA, Human Resources Division. Telephone number for the hearing impaired is 609-530-6966.

DISTRIBUTION: *A, AI, A2, D, E, S*
 Cemetery
 Veterans Haven North and Veterans Haven South
 VSO
 Youth Challenge Academy